



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT**  
**PRIVATE DIVISION – EAST HARTFORD**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list or lateral transfer

**Location:** Private Division – East Hartford

**Job Posting No:** 00018892

**Hours:** Monday through Friday 8am-4:30pm; RDO's: Saturday and Sunday

**Salary:** \$63,133.00 to \$85,143.00\* (HC-24) annually  
\*Incumbents new to state service begin at the minimum.

**Closing Date:** February 3, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Developmental Services Supervisor of Case Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Examples of Duties:** The Supervisor of Case Management is accountable for presently supervising 14 Case Managers or Social Workers, based in East Hartford and covering caseloads in the Greater Hartford and Tolland Counties. The supervisor schedules, assigns, oversees and reviews the work of staff, provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development on policies and standards; acts as liaison with other operating units; agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in intellectual disabilities and updates case managers accordingly; explains departmental programs; policies and procedures to workers, clients and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes inter-disciplinary team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving clients; provides oversight and assists with developing and processing budgets in order to collect reimbursements from Medicaid; assists in administration, monitors and audits the region's participation in federal reimbursement programs, such as Medicaid Targeted Case Management (TCM), the Medicaid Home and Community-Based Waiver Program, and the Comprehensive or Individual and Family Support Waiver program; may represent facility in any legal proceeding involving clients; performs related duties as required. Must possess considerable knowledge of the following: relevant agency policies and procedures; relevant state and federal laws, statutes and regulations; intellectual disabilities case management policies; knowledge of and ability to perform clinical assessments; social problems resulting from intellectual disabilities and methods for dealing with those problems; inter-disciplinary approach to program planning; public and private resources for persons with intellectual disabilities; waiver services

and cost standards; relationships between facilities for persons with intellectual disabilities; community agencies, courts and health facilities. Familiarity with automated data systems; considerable interpersonal skills; considerable oral and written skills; supervisory ability. QMRP qualified and drivers license. Schedule flexibility to meet agency needs.

**Knowledge, Skills and Abilities:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of developmental disability case management practices; considerable knowledge of and ability to perform clinical assessments; considerable knowledge of social problems resulting from developmental disability and methods for dealing with those problems; considerable knowledge of inter-disciplinary approach to program planning; knowledge of public and private resources for persons with developmental disabilities; knowledge of relationships between facilities for persons with developmental disabilities, community agencies, courts and health facilities; familiarity with automated data systems; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

**Special Requirement:** Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59pm on the closing date indicated above.**

**Send application materials to:**  
**Department of Developmental Services — North Region**  
**155 Founders Plaza, 255 Pitkin Street**  
**East Hartford, CT 06108**  
**Attn: Kristina Worley**  
**Email: [kristina.worley@ct.gov](mailto:kristina.worley@ct.gov) Phone: 860-263-2560 Fax: 860-622-4965**  
**Preferred method of application is via fax to 860-622-4965**

**An Affirmative Action/Equal Opportunity Employer**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**